## I. PURPOSE

To provide guidelines for the management of the Canine Unit, the canine officer(s) and police officers.

## II. MISSION

The purpose of the Canine Unit is to utilize specially trained canines to assist officers in accomplishing their duties more expeditiously and efficiently.

**III. CANINE UNIFORM:** The following uniform articles are authorized by the Chief of Police and furnished by the department: (Inserted 2/1/2007)

- Shirt – 511 TDU navy blue, long sleeve; worn in appropriate manner matching the seasonal change as established by the Patrol Services Bureau Duty Uniform.
- Pants – full length 511-TDU pants navy; worn un-bloused
- Jacket – 511 jacket

1. Authorization for wearing the Patrol Bureau canine uniform.
   a. The canine uniform shall be authorized when the officer's primary assignment is for canine duties and after receiving approval from the Patrol Services Bureau Commander.
   b. The wearing of the canine uniform shall be authorized for both on and off-duty employment by Des Moines Police Department, Patrol Services Bureau, canine personnel.
   c. Private off-duty employment. Officers shall submit a request in writing to the Patrol Services Bureau Commander for approval to wear the canine uniform regardless of their current Bureau assignment.
   d. Any deviations or alterations to the specified canine uniform must be approved by the Patrol Services Bureau Commander.
   e. The canine uniform shall always be worn in a professional and orderly manner.

2. Uniform specifications and issuance.
   a. Only the specified canine uniform is authorized. Any exceptions to this uniform must be approved by the Patrol Services Bureau Commander.
   b. The canine uniform shall be issued through the Property Management Section.
   c. The following identifiers will be embroidered on the shirt.
      i. A Des Moines Police Department badge shall be embroidered on the left left side of the shirt where the badge will be K-9.
      ii. "POLICE" shall be embroidered on the right side of the shirt with the officer's name embroidered below.
      iii. The Department patch shall be sewn on the left sleeve and the canine unit patch will be sewn on the right.
   d. Pants will be worn un-bloused.
   e. Jacket will have the same embroidery and patches as the shirt.
   f. Shoes shall be all black shoes or boots with matching color shoestrings.
   g. Equipment belt. The equipment belt shall consist of the Department

authorized duty belt with all issued equipment.
h. Hat: Summer approved alternative uniform ball cap.

## IV. CANINE UNIT UTILIZATION

A. Canine Teams are available on a 24-hour, on-call basis to:

1. Assist officers in tracking lost or missing individuals.

2. Search for illegal narcotics.

3. Search areas for hidden or discarded evidence of a crime/lost or stolen property.

4. Conduct building and area searches for criminal suspects in hiding.

5. Assist in the arrest of serious and violent criminals.

6. Protection of officers from serious injury or death.

7. Use as a public relations tool.

8. Provide assistance to other agencies.

B. Any officer may request the assistance of the Canine Team.

C. The Watch Commander has the ultimate discretion in determining whether a situation justifies use of the canine.

D. When working around or with a canine team, officers must be aware of and follow the below guidelines.

1. Police canines have been trained to bite and hold when apprehending suspects. Officers must recognize these dogs are working animals. Officers shall refrain from activity such as teasing, agitating or roughhousing, which the canine may perceive as aggression.

2. Do not approach or attempt to touch a dog without the consent of the canine officer.

3. Once a canine team is deployed, instructions given by the canine officer must be followed to ensure the safety of the canine officer, other officers

and innocent bystanders.

4. Exhaust fumes from vehicles may render a dog's nose useless for up to an hour. Officers should avoid driving up to a working canine team. Perimeter officers should also turn their engines off if a canine team approaches their location.

E. Restrictions for the Canine Officer.

1. On calls that do not warrant deployment of the canine, the canine officer will leave the canine in the car.

2. Canine officers shall not permit anyone to pet or hug their canine without their permission and under immediate supervision.

## V. SELECTION OF CANINE HANDLERS

A. When a position is available for the Canine Unit, the opening(s) will be posted in accordance with current departmental procedures for filling the vacancy.

B. Applicants applying to be a Canine Officer must meet the following minimal standards. (Revised 08/2008)

1. A minimum of three years Law Enforcement experience, with a minimum of two years on the Des Moines Police Department.

2. An established work record demonstrating high productivity, enthusiasm, self-initiative and good communication skills.

3. Display a high level of maturity and common sense.

4. An awareness of Departmental standards and procedures as it pertains to the Use of Force Policy.

5. Be in good physical condition with no limitations on running or any other type of limb movement.

6. The officer's home environment is conducive for the canine's psychological and physical well being. The officer's living arrangements will be considered and weighed by the interview panel, specifically:

a. Officers need to be able to demonstrate that there is no resistance to keeping the canine at their residence.

b. Officers need to talk to their neighbors to gain their support to avoid future problems.

c. If an officer lives in an area that has numerous distractions which could disrupt the canine from relaxing and recouping, the officer will be required to explain what measures he/she will take prior to being selected that will eliminate those distractions.

7. Successful completion of a departmental approved Police Canine Handler Training Course.

8. Officers will be given annual reviews along with their normal performance evaluation to note their progress and document their overall performance as a canine handler. Substandard performances will result in remedial training and additional evaluations. Failure to meet the standard performance after remediation may be cause for the handler to be removed from the program. (Revised 08/2008)

9. Officers must be willing to commit to staying in the in the Patrol Services Bureau and work at the Watch level for a minimum of five years. This restriction will not prohibit the officer(s) from seeking promotion. If promoted, the sergeant would remain assigned to a Watch until his/her five-year commitment has expired. (Revised 08/2008)

10. Officers must be willing and understand that the Canine Unit Commander has the ultimate decision in the Patrol Watch assignments and hours in where each canine team is placed. This determination will generally be decided on by the seniority of the canine and not the handler. The Canine Unit Commander must have the ability to make decisions that benefit the Canine Program and the Department. (Revised 08/2008)

C. Interviews with all qualified applicants will be by a selection board defined by the Bureau Commander.

D. The final selection will be made by the Patrol Services Bureau Commander.

## VI. AREA SEARCHES FOR LOST OR MISSING INDIVIDUALS

A. Canines used for tracking lost or missing individuals will remain on a lead of sufficient length to provide a reasonable measure of safety to the subject of the search.

1. The decision to deploy a canine for the above purpose will be based on

the situation and imminent danger or welfare of the individual missing. (Revised 08/2008)

## VII. SEARCHES FOR ILLEGAL NARCOTICS

A. The police canines have been specially trained to detect the odor of certain illegal narcotics. When there are reasonable grounds to conduct a search for illegal narcotics, the police canine team should be summoned. Some examples of when a police canine may be used for a narcotics search are:

1. Assist in the search during a search warrant.

2. Obtain a search warrant by using the detection a police canine in support of probable cause.

3. Search structures, vehicles, trailers, boats, airplanes and various articles deemed necessary.

B. Restrictions.

1. Police canines will not be used to search persons for narcotics.

C. Once a police canine team is summoned, officers should secure the area to be searched. (Revised 08/2008)

1. If officers already observed what they believe to be narcotics, they should advise the canine officer prior to deployment of the canine.

2. As in all canine operations, assisting officers should follow the instructions of the canine officer.

## VIII. POLICE CANINES USE FOR APPREHENSION OF CRIMINAL SUSPECTS (Revised 2008)

A. A police canine may be used to apprehend a suspect, when there is reasonable belief that the suspect has either committed or is about to commit any offense and if any of the following conditions exist:

1. There is reasonable belief that the individual poses an immediate threat of violence or serious harm to the public, any officer or the canine officer.

2. The individual is physically resisting arrest and the use of the police canine reasonably appears to be necessary to overcome such resistance.

3. The individual(s) is/are believed to be concealed in an area where entry by other than the police canine would pose a threat to the safety of officers or the public.

4. It is understood that situations will arise which do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use a police canine in view of the totality of the circumstances.

B. Prior to releasing a police canine for an apprehension or when the possibility an apprehension may take place the canine officer will give a canine warning. (Section B revised 08/2008)

1. A canine warning is given to alert a person(s) to the presence of the police and a trained police canine.

2. To allow person(s) the opportunity to surrender or comply with the handler or officers commands before the deployment of the canine.

3. To inform the person(s) the consequences or result of what will happen if they fail to surrender or comply.

a. The department recognizes that this warning may affect the handler or officer(s) safety and in extreme circumstances may not be reasonable.

b. In every case a canine warning is not given a standard of objective reasonableness shall be used to review the decision along with the totality of the circumstances. (Inserted 11-30-07)

C. Once a suspect is handcuffed and/or no longer poses a threat, and other officer are present to maintain control, the canine must be removed from the area prior to moving the prisoner.

## IX. POLICE CANINE USE FOR LOCATING CRIMINAL SUSPECTS

(Revised 08/2008)

A. A police canine may be used to locate a suspect, when there is reason to believe that the suspect has either committed or is about to commit an offense that is recognized in the Iowa State Code as a serious misdemeanor or above.

1. This is a guide to the police canine handler to use the seriousness of the offense to determine if a police canine should be deployed to locate a criminal suspect.

a. The Department currently recognizes offenses listed in the Iowa State Code as a serious misdemeanor or above as reasonable.

B. Once a suspect has been located and is handcuffed and/or no longer poses a threat, and other officer are present to maintain control, the canine must be removed from the area prior to moving the prisoner.

## X. CROWD CONTROL

Canines will not be used for crowd control.

## XI. BUILDING SEARCHES

A. Searching Commercial Building

1. Responding Police Officer(s)

a. The building perimeter shall be secured by patrol personnel.

(1) Perimeter officers should not crowd the building, but remain at a safe viewing distance. They should be alert for suspects who may run from the building after the canine is deployed.

b. Once it is determined the canine will be used, patrol personnel should refrain from conducting a search of the building prior to the arrival of the canine officer, because it will interfere with the canine's ability to discriminate scents.

c. When feasible, the building owner should be contacted to determine whether there may be any bystanders in the building and to ascertain the layout of the building.

d. Provide a back-up officer to assist the canine officer during the search of the building.

2. Canine Officer(s)

a. Upon the canine officer(s) arrival at the scene, the canine officer:

(1) Make certain every precaution has been taken to ensure that there are no bystanders in the building.

(2) Verify where the perimeter officers are located.

(3) Under ideal conditions, the canine officer should have a back-up officer to assist him/her during the search of the building. During the deployment, there may be circumstances that necessitate searching the building without a back-up officer. The ultimate decision in searching the building, with or without a back-up officer, will rest with the on-site supervisor.

b. Upon entering the building to be searched, the canine officer:

(1) Will announce, in a loud voice, that he/she is about to send a trained police dog into the building and that anyone in the building should come out now. If the building is so large or areas are closed off that the warning most likely could not be heard, then the canine officer should make the announcement each time he/she enters another section or area of the building to be searched.

(a) Allow a reasonable amount of time for the suspect to surrender or for bystanders to come out.

(2) When searching a school, the canine will remain on lead unless a threat to human life is present.

(3) The Canine Handler may search off lead in a commercial building when:

(i) Entry had been gained by force and/or

(ii) There is reason to believe the suspect is still inside.

For officer safety, the suspect, while in the commission of a felony, must be considered dangerous.

a. In every case a canine is deployed off lead, a standard of objective reasonableness shall be used to review the decision along with the totality of the circumstances. (Inserted 11-30-07) (Revised 08/2008)

(4) If a criminal suspect is located, the canine officer may:

(a) Have the back-up officer handcuff and escort the suspect out of the building.

(b) Summon another officer to their location and have them handcuff and escort the suspect out of the building.

(c) Handcuff the suspect themselves and then summon another officer to their location to escort the suspect out of the building.

Each situation is unique and the canine officer must decide which course of action will be the safest for all involved.

(d) Continue the search until they are certain there are no other suspects in the building.

B. Searching Residential Buildings

1. A canine may be used to search a residential building when:

   a. The owner or a member of the residing family assures officers that no one inside the dwelling has any legal right to be there.

   b. A reliable person(s) or an officer observes a criminal suspect enter a residence or information is gathered which would allow officers to conduct a residential search for a wanted person and after officers are certain that no bystanders remain in the residence.

2. Both the canine officer and assisting officers will follow the same guidelines used for commercial building searches for residential searches.

3. The canine should not be used to search facilities that contain substances potentially harmful to the animal, unless overriding risk to human life is present.

## XII. AREA SEARCHES AND TRACKING

A. Responding Police Officer(s)

1. Responding officers should secure the area where the suspect was last observed or determined to be, based upon information that was gathered.

   a. When feasible, the perimeter officers should remain visible. The intent of the perimeter is to keep the suspect confined within the perimeter.

2. When feasible, patrol personnel should refrain from conducting a search of the area prior to the arrival of the canine officer, because it will interfere with the canine's ability to discriminate scents.

3. Provide a back-up officer to assist the canine officer during the search.

B. Canine Officer(s)

1. Upon the canine officer(s) arrival at the scene, the canine officer shall:

a. Verify where the perimeter officers are located.

b. Under ideal conditions, the canine officer should have a back-up officer to assist him/her during the search. At times, there may be circumstances that necessitate searching the area without a back-up officer. The ultimate decision in searching the area with or without a back-up officer will rest with the on-site supervisor.

2. Upon entering the area to be searched, the canine officer:

a. Will announce, in a loud voice, that he/she is about to send a trained police dog into the area and that anyone in the area should come out now. If the area is so large that the warning most likely could not be heard, then the canine officer should make the announcement each time he/she enters such an area. (Revised 8-17-05)

b. Will make a reasonable determination as to the ability of the canine to search the area on or off lead. If the handler determines it is necessary to deploy the canine off lead the following will apply. (Revised 8-17-05)

1. The handler's ability to control the canine off lead with verbal or visual commands. (Inserted 8-17-05)

2. The ultimate decision in searching the area off lead will rest with the on-site supervisor. (Inserted 8-17-05)

c. In every case a canine is deployed off lead a standard of objective reasonableness shall be used to review the decision along with the totality of the circumstances. (Inserted 8-17-05)

3. If a criminal suspect is located, the canine officer may:

a. Have the back-up officer handcuff and escort the suspect out from the area.

b. Summon another officer to their location and have them handcuff and escort the suspect out from the area.

c. Handcuff the suspect themselves and then summon another officer to their location to escort the suspect from the area.

Each situation is unique and the canine officer must decide which course of action will be the safest for all involved.

4. Continue the search until they are certain there are no other suspects in the area.

## XIII. CANINE BITES AND INJURIES

A. When a police service dog is involved in a bite incident, the canine officer will ensure the following action is taken.

1. The District Supervisor, Watch Commander and Canine Supervisor shall be notified.

2. Provide medical treatment.

3. A Case Investigation Report is completed on all accidental bites.

    a. A canine deployment report is completed on incidents where the police canine bit a suspect during an apprehension. (Revised 08/2008)

4. Pictures are taken of the individual that was bitten.

5. An Arrest Incident Report is completed and forwarded through the chain of command.

B. The District Supervisor will respond to the location where the individual was bitten. (Revised 08/2008)

1. The District Supervisor shall conduct a preliminary investigation of the incident. If the supervisor feels that the bite occurred as a result of improper use of the canine or circumstances warrant further investigation, the Canine Unit Commander will be notified. The supervisor will further write a communication and forward why further investigation is needed through the chain of command.

## XIV. PUBLIC DEMONSTRATIONS

Canine demonstrations are a vital part in educating the public to the abilities of our canines and should be used whenever feasible. Canine Handlers are encouraged to set up their own demonstrations.

## XV. REQUESTS FOR ASSISTANCE FROM OUTSIDE AGENCIES

A. The Watch Commander shall approve all requests for a canine team to be used by an outside agency.

1. Restrictions

a. Use of the canine team will be consistent with our Departmental S.O.P.

## XVI. TRAINING

A. Canine officers and their dogs will receive 16 hours of formal training per month.

B. On a time available basis, Canine Officers are encouraged to conduct short Segments of training during their shift.

C. All canines must participate and certify in the yearly regional United States Police Canine Association trials.

## XVII. NARCOTICS

Continuous exposure of narcotics to the department canines is essential to maintain their proficiency in detecting those odors in the field. Narcotics identified by the department to be destroyed may be used for training the department canines.

Both, the Canine Unit Commander and the Narcotics Section Commander must approve all requests for narcotics to be used for training. (Revised 08/2008)

A. The Unit Commander will be responsible for:

1. Obtaining the narcotics from the Narcotics Section.

2. Signing for them in the Property Section.

3. Issuing the drugs to the canine unit.

4. Maintain an "Inventory Record" of all drugs kept and used by the canine officers. Information stored within these records will be consistent with current procedures used in the Narcotics Section.

5. Conduct an inventory inspection of the drugs issued to the canine unit at least once every three months.

6. Coordinate with the Narcotics Section to replace old drug training aids.

B. The Canine Officers will:

1. Be responsible for all drugs they signed for.

2. Only remove the drugs from the drug locker during their assigned shift or for demonstrations and return the drugs prior to going home.

3. Complete an entry in the Canine Drug Training Log Sheet when they remove any drugs from the drug locker and again when the drug(s) are returned.

4. If at any time the protective baggy or container that is holding the drugs becomes damaged, the officer shall immediately notify the Unit Commander. The package will be reweighed to determine whether any substance was lost. A memorandum will then be completed detailing how the package was damaged, if any of the substance was lost, how it was repackaged and the new total weight and forwarded to the Canine Unit Commander.

C. Drug Enforcement Administration training aids:
(Inserted 2008)

1. Drug Enforcement Administration training aids may also be requested for use by the canine unit. This request will be made through the Canine Unit Commander.

2. The Canine Unit Commander will be responsible for:

A. Obtaining the aids from the DEA

B. Issuing the training aids to the unit

C. Maintaining an "Inventory Record" of all drugs kept and used by the canine officers.

D. Conduct an inventory inspection of the drugs issued to the canine unit at least every three months.

E. Coordinate with the DEA the replacement old training aids and the issue of new training aids.

## XVIII. RECORD KEEPING

Each canine officer is responsible for completing a daily report outlining any training and all deployments of their canine.

## XIX. USE AND CARE OF THE POLICE CANINE

A. Canine officers are responsible for:

1. The daily care and feeding of the dog to include:

a. Maintenance and cleaning of the kennel and yard where the canine is housed.
b. Provision of food, water and general diet maintenance as prescribed by the departmental authorized veterinarian.

c. Grooming of the canine on a daily basis, or more often as required by weather, work conditions or other factors.

d. Daily exercise.

(1) Police canines are not permitted to run at large, unless they are in a confined area and clear of bystanders.

e. Obtain general medical attention for the canine.

B. When a canine officer is unable to perform their duties due to an extended illness, injury or leave,

1. The canine will be kept at the Animal Control Unit and cared for by another canine officer, or,

2. The canine officer may, with the approval of the Unit Commander, have an individual care for the canine at the officer's residence.

C. Travel with the Police Canine
1. While in state, the canine officer may transport the canine while off duty.

2. Travel out of state is not authorized, with the exception of those trips sanctioned by the Chief of Police.

D. Veterinarian Services

1. For routine veterinarian service the Starch Pet Hospital, 2222 University Ave, shall be the primary provider

2. For an emergency or those services determined to be unavailable from the Starch Pet Hospital the Canine should be taken to the Animal Emergency Hospital at 6110 Creston.

E. Retirement of the Police Canine

1. Upon the decision to retire the police canine from active service, the primary canine officer will be offered the option to keep the animal as a

pet, however, financial assistance from the City of Des Moines shall be withdrawn.

2. Upon refusal of the primary canine officer to keep the animal as a pet, the option will then be offered to a second party, with the approval of the Bureau Commander and the Canine Officer.